

Kanuikapono Public Charter School • Job Description

Job Title:	Student Services Coordinator		
Employment Type:	12-month	Division / Department:	Community Outreach & Student Support
JOG code:	50600	Reports to:	Academics Director
Collective Bargaining Unit:	05	FLSA Status:	Exempt
Pay Group / Salary Range:	Based on Qualifications	State Comparable:	

Mākaukau: Required Skills, Qualifications, Experience & Education

- Possession of a bachelor's degree from an accredited four-year college or university.
- Possession of a State of Hawaii Teachers Standards Board (HTSB) teaching license, preferably in Special Education.
- Deep understanding of the IDEA referral process, timelines, and various eligibility requirements.
- At least 3 year of K-12 experience teaching students with various disabilities.
- Demonstrated awareness of educational programs, goals, functions and activities.
- Proficient knowledge of and experience with standards-based education implementation, and possess the ability to deconstruct standards in order to deliver and assess learning.
- Ability to read, write and understand oral and written English and/or Hawaiian.
- Successful completion of a mandatory background check.
- Basic understanding of the Hawaiian world view, values and practices.
- Familiarity with and an adherence to current best practices in the performance of one's responsibilities.

‘Ike Pili ‘Oihana: Preferred Skills, Qualifications, Experience & Education

- Possession of a master's degree from an accredited four-year college or university with a major in human behavior or special education.
- Training in and qualified to administer and interpret results of academic assessments (Woodcock Johnson).
- Ability to interpret the results of commonly used assessments when determining eligibility for Special Education and/or Related Services.
- Coordination of the prereferral process, and of MTSS.
- Experience with and knowledge of Chapter 60, IDEA, and Civil Rights laws.
- Working knowledge of the Electronic Comprehensive Student Support System (eCSSS) and support of the transition of eCSSS to Infinite Campus.
- Experience in creating student support plans that contain objective, measurable goals.

- Knowledge of and experience with differentiated learning and implementation.
- Knowledge of and experience with the State of Hawaii required Common Core State Standards.
- Experience with project and/or place-based education.
- Experience with charter schools.
- Experience with Hawaiian-focused schools.
- Ability to work amicably with and relate to youth, their family, and fellow personnel.
- Deep understanding of the Hawaiian world view, values and practices.
- Conversational knowledge of Hawaiian language.

Kuleana: Role and Responsibilities

The kuleana of the Student Services Coordinator (SSC) is to coordinate and assure appropriate educational and related programs and services to all students. The SSC implements a system to address barriers to learning so that all students may have an equal opportunity to achieve at school. The SSC works closely with school personnel, parents, families and agencies to map and facilitate access to available school and community resources so students are successful in school. The Student Services Coordinator coordinates all services, supports and interventions around student needs, whether academic, behavioral, social/emotional, physical or any combination thereof.

Examples of Activities, Duties and Responsibilities

- Tracks and ensures legal procedural compliance with requirements and timelines for all IEP and 504 support plans.
- Coordinate referral activities; works in partnership with support staff to convene Student Focus Team meetings with parent/families to identify strategies and mobilize resources to ensure positive outcomes for students.
- Facilitate CADRE and Student Focused Team meetings.
- Serves as school liaison for coordinated services, e.g. the contact point where agencies can identify and invite a school representative to coordinated service planning meetings.
- Attends and participates in appropriate training activities; coordinates dissemination of information to school staff, and provides consultation when needed.
- Maintains records of students referred for evaluation, found eligible for services, and being provided with support services; assists in the collection and reporting of student support services data.
- Serves as the administrative designee in selected IEP and 504 meetings.
- Serves as liaison to DOE District Personnel regarding Chapter 60 and FAPE implementation.
- Manages initial evaluation processes, including scheduling assessments by service providers (e.g., speech language pathology, counseling), administering academic assessments, writing evaluation summaries, creating Prior Written Notices, and adhering to mandatory timelines.
- Tracks progress of student interventions (academic, behavioral, social/emotional and physical).
- Writes RFPs to enable support services required by students' IEP needs.
- Coordinates with special educators to ensure IEPs reflect an inclusion classroom environment.
- Reviews and collects school data and assessments to develop support plans for students.
- Serve as the school's EL Coordinator (e.g. coordinate/manage EL plans and reports; screen all possible EL students; administer WIDA assessment for all EL students).
- Enforces and applies School Code provisions regarding student discipline, including developing and administering disciplinary and enforcement policies; investigate, adjudicate,

and monitor pupil referrals, truancy, and other grievances; issue detentions, suspensions, expulsions and other forms of progressive discipline and/or proactive disciplinary interventions.

- Assists with special school projects, functions and events.
- Other related duties as assigned.

‘Ano: Characteristics, Traits & Capabilities

- ‘Ike: Knowledge, awareness
- ‘Imi Na‘auao: Seek knowledge
- ‘Imi Ola: Seek the best life
- Mālama i nā Mea Li‘ili‘i: Attention to detail
- Wehewehe ‘Ano: Ability to analyze and compare

‘Imi Na‘auao: Philosophy

The purpose of Kanuikapono Public Charter School is to manage and operate a culturally-based Hawaiian-focused charter school that is grounded in Hawaiian pedagogy and innovation with a commitment to Native education and community renewal for Anahola and its families. The mission of Kanuikapono PCS is to nurture lifelong learners able to embrace the world of our ancestors, 21st century skilled with aloha and respect for self, family, community and the environment. We envision a vibrant learning community grounded in Native education, academic rigor and community renewal. The traditions of aloha, kuleana and mālama ‘āina are central to the philosophy of the school.

Kuana‘ike: Perspective

The five most important Hawaiian concepts to incorporate into this job are:

- Aloha i ke Kula: Demonstrate a love for education
- Aloha Kekahi i Kekahi: Engage in care for one another
- Kūlia i ka Nu‘u: Pursue achievement and excellence; strive to reach the summit
- ‘Ohana: The school is a family and models respect and care in all we do with one another
- Po‘okela: Strive for excellence

Uku ‘Oihana: Compensation (Wages & Benefits)

- Annualized Salary
- Sick and/or Vacation Leave
- Medical, Dental, Vision coverage available through EUTF
- Retirement available through ERS

Ho‘ākaaka: Clarification

Possession of the required number of years of experience will not in itself be the accepted proof of qualification for the job. The applicant’s overall experience must have been of such scope and level or responsibility as to conclusively demonstrate that applicant has the ability to perform the duties or the job for which applicant is being considered.

All requirements, responsibilities and compensation in this job description are within the confines of and in accordance with the appropriate collective bargaining agreement. Nothing in this document shall supersede the collective bargaining agreement or any supplemental agreements.

The roles and responsibilities, and any optional duties, in this job description may or may not be part of the given job. Job may not be assigned all of the duties listed, nor do the examples herein necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the job.

Kanuikapono PCS is an equal opportunity employer as provided for by state and federal law.